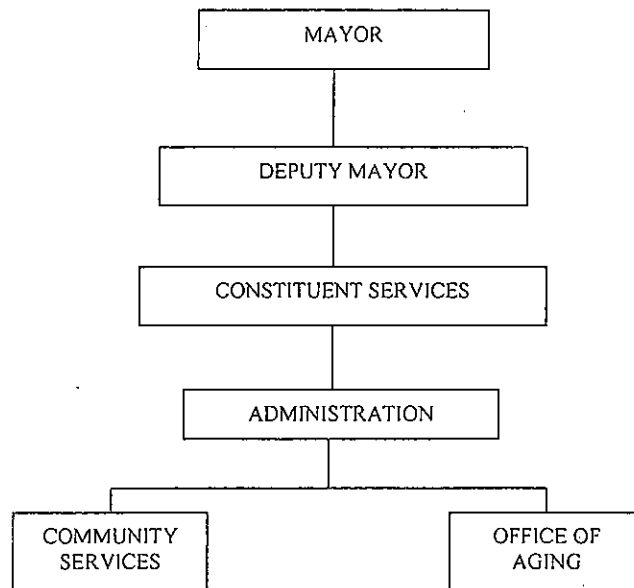


## CONSTITUENT SERVICES

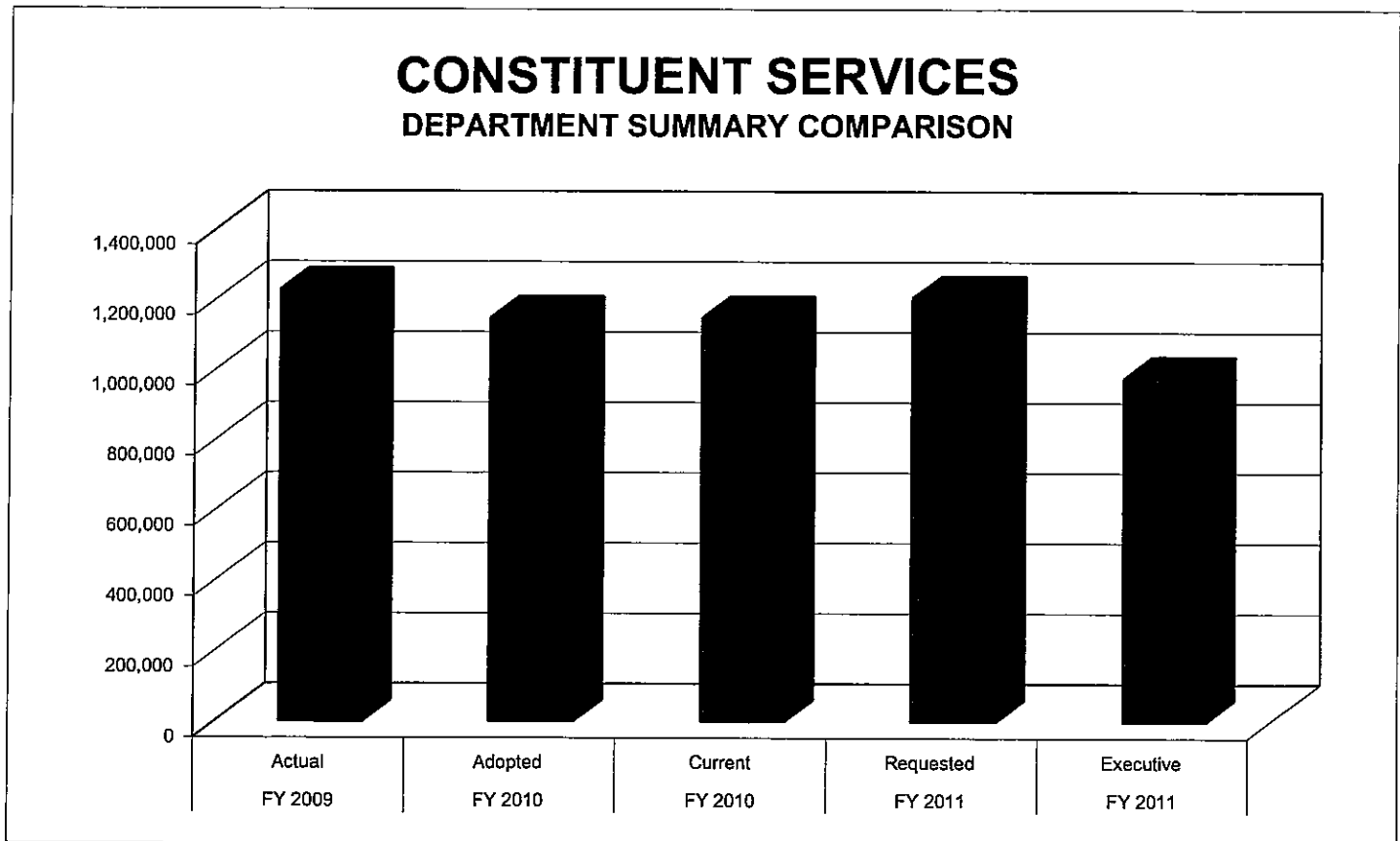
### Organizational Chart



**CITY OF YONKERS**  
**CONSTITUENT SERVICES**

**AGENCY: 017**  
**DEPARTMENT SUMMARY**

Organization	#	FY 2009 Actual	FY 2010 Adopted	FY 2010 Current	FY 2011 Requested	FY 2011 Executive
Administration	1260	412,959	389,991	389,991	397,991	310,491
Office for the Aging	6772	598,653	577,744	577,744	616,209	570,538
Community Services	7020	216,618	180,007	180,457	191,507	96,868
<b>TOTAL:</b>		<b>1,228,230</b>	<b>1,147,742</b>	<b>1,148,192</b>	<b>1,205,707</b>	<b>977,897</b>



*The City Of Yonkers*  
*Constituent Services*

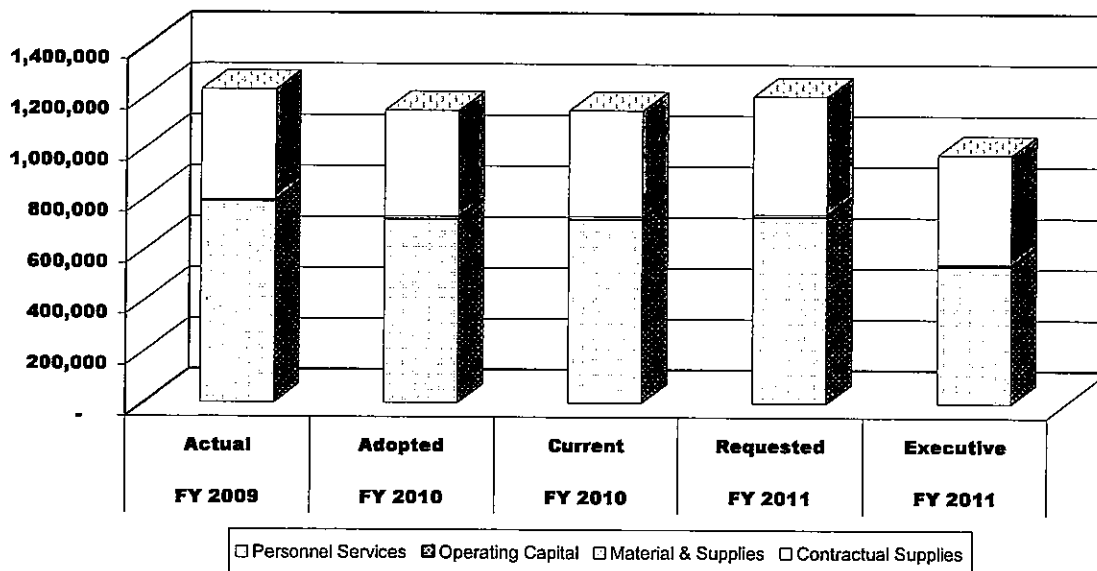
*Agency: 017*  
*Account Summary*

# Account	FY 2009 Actual	FY 2010 Adopted	FY 2010 Current	FY 2011 Requested	FY 2011 Executive
101 Salaries	757,739	671,991	671,991	671,991	542,991
103 Temporary Services	33,876	50,055	50,055	61,000	0
150 Terminal Leave	-	0	0	0	0
198 Wages O.T.	-	0	0	0	0
<b>Total:</b>	<b>791,615</b>	<b>722,046</b>	<b>722,046</b>	<b>732,991</b>	<b>542,991</b>
210 Furniture & Furnishings	-	1,000	1,000	1,000	-
220 Office Equipment	-	0	0	0	0
230 Motor Vehicles	-	0	0	0	0
280 Reference Materials	-	0	0	0	0
<b>Total:</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>
301 Office Supplies	1,934	4,200	4,200	4,200	2,781
313 Miscellaneous Supplies	-	1,500	1,500	1,500	-
319 Badges/Insignias & Flags	-	0	0	0	-
383 Data Process. Supplies	-	1,000	1,000	1,000	-
390 Program Supplies	2,023	2,000	2,000	2,000	1,845
397 Contingent	-	0	0	0	-
398 Meals & Food	100	100	100	100	100
<b>Total:</b>	<b>4,057</b>	<b>8,800</b>	<b>8,800</b>	<b>8,800</b>	<b>4,726</b>
402 Telephone	2,560	3,000	3,000	3,000	1,825
403 Printing	3,309	6,500	6,500	11,500	4,129
405 Postage	1,308	3,100	3,100	3,100	1,966
408 Rental of Equipment	352	1,000	1,000	1,000	1,000
410 Mileage Allowance	-	0	0	0	-
413 Professional Fees	-	1,000	1,450	5,000	-
419 Miscellaneous Expense	1,401	4,000	4,000	4,000	2,003
424 Maint. Office Equip.	-	500	500	500	500
425 Subscr. & Publ.	175	1,250	1,250	1,750	500
436 Tuition/Bd/Travel	340	500	500	3,500	340
440 Photocopy	1,000	800	800	800	800
492 Grant Cash Match	415,662	379,146	379,146	410,666	410,666
496 Special Projects	6,376	15,000	15,000	18,000	6,376
497 Contingent	-	0	0	0	-
499 Dues/Memberships	75	100	100	100	75
<b>Total:</b>	<b>462,435</b>	<b>415,896</b>	<b>415,896</b>	<b>462,436</b>	<b>490,181</b>
<b>ORGANIZATION TOTAL:</b>	<b>1,258,230</b>	<b>1,147,942</b>	<b>1,147,942</b>	<b>1,205,427</b>	<b>977,897</b>

# Account	FY 2009 Actual	FY 2010 Adopted	FY 2010 Current	FY 2011 Requested	FY 2011 Executive
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## CONSTITUENT SERVICES

### ACCOUNT SUMMARY COMPARISON



*DEPARTMENT: CONSTITUENT SERVICES ADMINISTRATION*

*AGENCY: CONSTITUENT  
SERVICES*

*ORGANIZATION: 1260*

*FISCAL YR: 2011*

### NARRATIVE DESCRIPTION

The Constituent Services Administration acts as the link between the general public and government. The office helps to provide a convenient, effective mechanism for receiving, responding to, and when technically and legally possible, fulfills residents' requests for service and information. This office's responsibility includes overseeing the Office of Aging and Community Services.

DEPARTMENT:	CONSTITUENT SERVICES ADMINISTRATION
AGENCY:	017
ORGANIZATION NO.:	1260

CITY FUNDED POSITIONS

POSITION	GRADE	BARGAINING UNIT	FY 2009 ADOPTED	FY 2010 ADOPTED	FY 2010 CURRENT	FY 2011 REQUEST	FY 2011 EXECUTIVE
ASSISTANT TO MAYOR, CONSTITUENT SERVICES	7	A	1	1	1	1	1
SPECIAL ASSISTANT TO MAYOR	13	A	1	1	1	1	1
EXECUTIVE SECRETARY	4	A	1	0	0	0	0
CLERK III	6	A	0	1	1	1	1
SR. STAFF ASSISTANT	6	A	1	0	0	0	0
MGR OF CONSTITUENT SERVICES	4	D	1	1	1	1	0
TOTAL			5	4	4	4	3

TOTAL PERSONNEL IN BARGAINING UNITS	
A - NON UNION	3
B - SEIU	-
C - AFSCME	
D - LOCAL 456	0
E - PBA	
F - LOCAL 628	
G - CLS	
H - UFOA	

**Department:** *Constituent Services Administration*  
**Agency:** *017*  
**Organization #:** *1260*

*The City Of Yonkers*  
*Constituent Services*

#	Account	FY 2009 Actual	FY 2010 Adopted	FY 2010 Current	FY 2011 Requested	FY 2011 Executive
101	Salaries	397,420	356,991	356,991	356,991	302,991
103	Temporary Services	11,870	22,000	22,000	26,000	0
150	Terminal Leave	0	0	0	0	0
<b>Total:</b>		<b>409,290</b>	<b>378,991</b>	<b>378,991</b>	<b>382,991</b>	<b>302,991</b>
210	Furniture/Furnishings	0	1,000	1,000	1,000	0
<b>Total:</b>		<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>
301	Office Supplies	487	1,500	1,500	1,500	1,500
313	Miscellaneous Supplies	0	1,500	1,500	1,500	0
<b>Total:</b>		<b>487</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>1,500</b>
402	Telephone	1,735	2,000	2,000	2,000	1,000
403	Printing	180	1,000	1,000	1,000	1,000
405	Postage	342	1,000	1,000	1,000	1,000
408	Rental of Equipment	352	1,000	1,000	1,000	1,000
413	Professional Fees	0	0	0	0	0
419	Miscellaneous Expense	398	1,000	1,000	1,000	1,000
424	Maint. Office Equip.	0	500	500	500	500
425	Subscr. & Publ.	175	500	500	500	500
436	Tuition/Bd/Travel	0	0	0	1,000	0
496	Special Projects	0	0	0	3,000	0
<b>Total:</b>		<b>3,182</b>	<b>7,000</b>	<b>7,000</b>	<b>11,000</b>	<b>6,000</b>
<b>ORGANIZATION TOTAL:</b>		<b>412,959</b>	<b>389,991</b>	<b>389,991</b>	<b>397,991</b>	<b>310,491</b>

*DEPARTMENT: OFFICE FOR THE AGING*

*AGENCY: CONSTITUENT  
SERVICES*

*ORGANIZATION: 6772*

*FISCAL YR: 2011*

### NARRATIVE DESCRIPTION

The Office For the Aging (OFA) provides a wide range of informational and direct services each day to over 800 residents, 60 years of age or older. The OFA provides hot nutritious meals six days a week. A portion of those meals are congregate meals and the rest are home delivered. The OFA identifies the needs of City residents, develops and administers services in response to these needs, and coordinates activities on behalf of older adults.

Specific services include entitlement counseling and assistance needs assessment; casework; transportation to medical appointments, meal sites and shops; congregate noon meals at several locations; home delivered meals and homemaker services to the frail elderly. The OFA is a Caregivers' Resource Center. The department also coordinates the livable community connection for Yonkers; an initiative that aides individuals in aging in-place.

No fee is required for case management, meals and transportation services which are offered under federal and state grants, and city matching funds, although a voluntary contribution is suggested.



<b>DEPARTMENT:</b>	<b>OFFICE FOR THE AGING</b>
<b>AGENCY:</b>	<b>017</b>
<b>ORGANIZATION NO.:</b>	<b>6772</b>

**CITY FUNDED POSITIONS**

POSITION	GRADE	BARGAINING UNIT	FY 2009 ADOPTED	FY 2010 ADOPTED	FY 2010 CURRENT	FY 2011 REQUEST	FY 2011 EXECUTIVE
DIRECTOR OF CONSTITUENT SERVICES/OFFICE OF THE AGING	12	A	1	1	1	1	1
<b>TOTAL</b>			1	1	1	1	1

TOTAL PERSONNEL IN BARGAINING UNITS	
A = NON UNION	1
B = SEIU	
C = AFSCME	
D = LOCAL 456	
E = PBA	
F = LOCAL 628	
G = CLS	
H = UFOA	

**Department:** Office for the Aging  
**Agency:** 017  
**Organization #:** 6772

The City of Yonkers  
 Office for the Aging

#	Account	FY 2009 Actual	FY 2010 Adopted	FY 2010 Current	FY 2011 Requested	FY 2011 Executive
101	Salaries	148,562	147,993	147,993	147,993	147,993
103	Temporary Services	22,006	28,055	28,055	35,000	0
198	Wages O.T.	-	0	0	0	0
<b>Total:</b>		<b>170,568</b>	<b>176,048</b>	<b>176,048</b>	<b>182,993</b>	<b>147,993</b>
210	Furniture/Furnishings	-	0	0	0	0
220	Office Equipment	-	0	0	0	-
230	Motor Vehicles	-	0	0	0	0
<b>Total:</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
301	Office Supplies	1,366	1,200	1,200	1,200	1,200
383	Data Process Supplies	-	0	0	0	0
390	Program Supplies	1,178	1,000	1,000	1,000	1,000
398	Meals & Food	100	100	100	100	100
<b>Total:</b>		<b>2,644</b>	<b>2,300</b>	<b>2,300</b>	<b>2,300</b>	<b>2,300</b>
402	Telephone	825	1,000	1,000	1,000	825
403	Printing	-	500	500	500	-
405	Postage	453	600	600	600	453
410	Mileage Allowance	-	0	0	0	-
413	Professional Fees	-	0	0	0	-
419	Miscellaneous Expenses	710	1,500	1,500	1,500	710
424	Maintenance Office Equipment	-	0	0	0	-
425	Subscriptions & Publications	-	250	250	250	-
436	Tuition/Bd/Travel	340	500	500	500	340
440	Photocopy	1,000	800	800	800	800
492	Grant Cash Match	415,662	379,146	379,146	410,666	410,666
496	Special Projects	6,376	15,000	15,000	15,000	6,376
499	Dues	75	100	100	100	75
<b>Total:</b>		<b>425,441</b>	<b>399,396</b>	<b>399,396</b>	<b>430,916</b>	<b>420,245</b>
<b>ORGANIZATION TOTAL:</b>		<b>598,633</b>	<b>577,544</b>	<b>577,544</b>	<b>616,209</b>	<b>570,538</b>

DEPARTMENT: COMMUNITY SERV. ADMIN. AGENCY: CONSTITUENT SERVICES  
ORGANIZATION: 7020 FISCAL YR: 2011

### NARRATIVE DESCRIPTION

The Office of Community Services works closely with community based organizations as well as other city departments, agencies, and providers of a wide range of community services. The purpose of this department is to enhance and address quality of life issues within the city. The office staff actively participates in, assists, and organizes events and initiatives. In addition, the office maintains and provides updated listings of community based service providers and a quarterly newsletter.

<b>DEPARTMENT:</b>	<b>COMMUNITY SERVICES</b>
<b>AGENCY:</b>	<b>017</b>
<b>ORGANIZATION NO.:</b>	<b>7020</b>

**CITY FUNDED POSITIONS**

POSITION	GRADE	BARGAINING UNIT	FY 2009 ADOPTED	FY 2010 ADOPTED	FY 2010 CURRENT	FY 2011 REQUEST	FY 2011 EXECUTIVE
DIRECTOR OF COMMUNITY SERVICES	6	A	1	0	0	0	0
GRANTS SPECIALIST	5	A	0	0	0	0	0
ASSIST. TO MAYOR	4	A	1	1	1	1	1
ASSIST. TO DIR. OF COMMUNITY SERV	12	D	1	1	1	1	0
<b>TOTAL</b>			<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>

TOTAL PERSONNEL IN BARGAINING UNITS	
A = NON UNION	1
B = SEIU	
C = AFSCME	
D = LOCAL 456	0
E = PBA	
F = LOCAL 628	
G = CLS	
H = UFOA	

**Department:** Community Services  
**Agency:** 017  
**Organization #:** 7020

The City of Yonkers  
 Constituent Services

#	Account	FY 2009 Actual	FY 2010 Adopted	FY 2010 Current	FY 2011 Requested	FY 2011 Executive
101	Salaries	211,757	167,007	167,007	167,007	92,007
	<b>Total:</b>	<b>211,757</b>	<b>167,007</b>	<b>167,007</b>	<b>167,007</b>	<b>92,007</b>
220	Office Equip.	0	0	0	0	0
	<b>Total:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
301	Office Supplies	81	1,500	1,500	1,500	81
383	Data Process Suppl.	0	1,000	1,000	1,000	0
390	Program Supplies	845	1,000	1,000	1,000	845
397	Contingent	0	0	0	0	0
	<b>Total:</b>	<b>926</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>	<b>926</b>
402	Telephone	0	0	0	0	0
403	Printing	3,129	5,000	5,000	10,000	3,129
405	Postage	513	1,500	1,500	1,500	513
413	Professional Fees	0	1,000	1,450	5,000	0
419	Misc. Expense	293	1,500	1,500	1,500	293
425	Subscr. & Publ.	0	500	500	1,000	0
436	Tuition/Bd/Travel	0	0	0	2,000	0
497	Contingent	0	0	0	0	0
	<b>Total:</b>	<b>3,935</b>	<b>9,500</b>	<b>9,950</b>	<b>21,000</b>	<b>3,935</b>
<b>ORGANIZATION TOTAL:</b>		<b>216,613</b>	<b>180,007</b>	<b>180,457</b>	<b>191,507</b>	<b>96,863</b>